

**Saba LMS Implementation**  
Detailed Profile of LMS Reports

	Report Name	Description	Pre-loaded Data	Comments	.RPT Filename
Predefined Reports (system level reports)	Class Instructor Assignment	Instructor assignments, including conflicts	Instructor Name Instructor Phone No. Instructor Rate Class No. Class Date Course Location Room Room Administrator Status	Remove Graph Remove instructor rate. Print using Landscape page setup. Tables in report are cut off when printed (Jsm)	clsins.rpt
	Class Occupancy Rate by Location and Course	List of class occupancy rate sorted by location; depicts the average rate of seats occupied in a given class; also depicts current course occupancy seats available and reserved	Location Course Class No. Start Date End Date Max Seats Sold Seats Occupancy (%) Total No. of Classes Maximum Seat Capacity Total Seats Sold	Remove Graph Change "Sold Seats" category heading to "Reserved Seats". Change "Total Seats Sold" in course summary section to "Total Reserved Seats". Print using Landscape page setup.	clsoc.rpt
	Class Orders by Location (order = registrations)	Lists of class orders (registrations) sorted by location	Location Course Order # Order Status Item # Class # Class Dates Reg. # Student Name Phone Company/Business Unit Reg. Status	Saba: Verify difference between Order # and Registration # fields Change title of report to "Class Registrations by Location" (Jsm) Remove "Item #" column. Change "Order #" column to "Registration #" (Jsm) Change "Ord Status" field to "Registration Status" (Jsm) Move "Student Name" column to second column from left (Jsm) Remove "Business Unit" column (Jsm) Print using Landscape page setup. Report cut off when printed on multiple pages (Jsm)	clsat.rpt
	Class Roster by Order (Registration) Status	List of all the students registered for a class	Course Title Course No. Class No. Class Type Student Count Instructor Location Info. (address) Student Name Int Dept\Company Student Location Student Work Phone\Fax Enrollment Status	Does not print cleanly; formatting incorrect. Validate Report in development environment "Location" at top heading should be the location of the course, e.g. city (Jsm) "Location" column in table below should be the address of the student (Jsm) "Employee" text above the table is not applicable; delete (Jsm)	clsroz.rpt
	Class Tent Cards  Class Tent Cards - Web	Name identifying tent cards for each student enrolled in a specific class; this report will include a logo	Unknown.		table_tent.rpt

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Classroom Assignments	Classroom assignments, including conflicts	Location Room No. Room Type Room Rate Capacity Room Administrator Class Dates Class No. Course Status	Does not print cleanly. Monitor printing once Crystal Reports software received. Remove Graphic Remove "Room Administrator" object; the room administrator in this report is reflected on a course-level and not a class-level.	clsrom.rpt
Course Schedule Distribution	Chart of the number of times a course is scheduled in a location within a given time period	Location Courses offered Classes offered/course Total # of classes offered in location for month X	Remove Chart	crs_sch_dist.rpt
Course with Qualified Instructors	List of all courses and instructors for all courses assigned qualified instructors	Course No. Course Name Instructor Name Phone Business Unit Manager Manager Phone		corse_inst.rpt
Instructors with Course Qualifications	List of instructors and the courses they are qualified to teach	Instructor Name Instructor Phone No. Business Unit Manager Manager Phone Course No. Course Title		inst_qual.rpt
Master Schedule of Open Classes	Master schedule of open classes with projected and confirmed revenue	Dates for class Class No. Offer Type (internal, external, both) D/T Course No./Course Title Location Instructor(s) Class Status Display on Web? Max Seats Wait	Print using Landscape page setup. Validate D/T. Potentially remove Validate need "Display on Web" column If space permits, rename the following column headings: "Max," "Seats," and "Wait."	clssch.rpt
Security List Members	List of defined security lists and users	Security List Name Username Company/Business Unit Home Domain Total Members in Sec. List		usrsl.rpt
Security List Privilege Definition Worksheet	Worksheet for use by administrator to set up privileges	Object Name Privilege Granted?		privs.rpt

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	Student Registrations	Detailed list of student registrations	Course Title Dates Reg. # Reg. Status Charge Guaranteed? Location LName FName Phone Company/Business Unit	Validate report title. Remove "Charge" column. Remove "Guaranteed?" column.	stureg.rpt
	Survey Questionnaire Results Summary (for ...)	Statistical report of all responses for a specific survey	Date Range Responses received from: Name: Answer: Total		srvy_Sum.rpt
	Survey Questionnaire Results by Question (for ...)	Responses to a survey arranged by question	Date Range Total Respondents: Responses received from: Question: Answer: Name:		srvy_AbyQ.rpt
	Survey Questionnaire Results by Respondent (for ...)	Responses to a survey arranged by respondent	Date Range Responses received from: Name: User Name: Questions: Answer:		srvy_AbyR.rpt
	User Privileges	All available privileges for all objects	User Name Home Domain Object Security List Privileges Access Domains		usrprv.rpt
	Yearly Course Enrollments	Displays course enrollments for one year	Course No. Course enrollments by month Monthly totals Course enrollments by year Monthly Averages Total enrollments (all courses) by year	Print using Landscape page setup. Change "Monthly" column heading to "Monthly Average."	Moncrsenr.rpt
	Certificate of Completion	Certificates of completion; one per registered student; this report will include a logo	Participant Name Course Title Date Place for instructor's signature	Text editable? Change formatting	certificate_obj.rpt or certificate.rpt

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**Predefined Reports (object-specific reports)**

Class Roster	Roster of students registered for a class	Course No. Course Name Course Location Class Status Class No. Date(s) Room(s) Reg. No. Student Work Phone Company/Business Unit Payment Status Tuition Fee	Change "Payment Status" column heading to "Registration Status." Potentially delete - users who have a confirmed registration status would appear in this report. Delete "Tuition Fee" column.	clsros.rpt or clsros_obj.rpt
Class Sign-in Sheet  Class Sign-in Sheet - Web	Class sign-in sheet, one sign-in sheet per session; this report will include a logo	Course Title Course No. Instructor Location Class Dates Class Status Room(s) Session Reg. No. Student Name Company/Business Unit Signature Correct Spelling Walk-ins		clsin_obj.rpt or clsin.rpt
Confirmation Letter	Student registration confirmation, including site-specific instructions	Unknown.		unknown
Client Enrollments for a Company	List of all client enrollments for a specific company	Reg. # Course Tentative Grade Location Date(s)	No report title visible. No client name visible. No company name visible. Remove or rename "Tentative Grade" column. Can we use this column to reflect that the participant completed the course?	client_enroll.rpt
Information Letter	Client notification of new events, marketing campaigns, etc.	Unknown.		unknown

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Required Customized Reports	Course Attendance	Attendance record for employees per course; reports the date and attendance per course.  WORK-AROUND: When instructor marks attendance, can print screen for this report.	TBD - by LMS team when access to system available	Suggested report identified in next section.	
	Undeliverable Email Report	Report listing the email addresses of email that could not be delivered	Email subject heading First Name Last Name Work Phone Email Address	Sender of email will receive undelivered email address when email unsuccessfully delivered.	
	Locations	Generate report that indicates facility information, e.g. name, address, phone, contact.  WORK-AROUND: Use the "Find" functionality for locations or facility. Saba can filter this data and then export it to MS Excel.	TBD - by LMS team when access to system available	Workaround identified.	
	Resources and Equipment per Class (or checklist)	Checklist or report needed to use by resource or logistics coordinator to required resources per class.  WORK-AROUND: Use the "Find" functionality for resources or equipment. Saba can filter this data and then export it to MS Excel, which can sort the data further (by course) using AutoFilter.	TBD - by LMS team when access to system available	Workaround identified.	
	Accessibility Report	Name, email address and accessibility needs by class	Class No. and Title Dates Location Facility First Name Last Name Work Phone Email Address Accessibility Requirement		

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	Course Catalogue List	<p>Printed list of all offerings in course catalogue.</p> <p>WORK-AROUND: A few options here. You can run the "Master Schedule of Open Classes." If you consider ALL offerings in the course catalog (classes AND products), you can view all products by going into Education Planner-Find-Products. Search on the Products object and export to Excel. If you want to export class information into Excel, you can do the following: you can run a report on the Class object in the Education Planner client module. This report will allow you to see all open classes using the following search criteria: class number matches, course number matches, location matches, start date greater than or equal to, start date less than or equal to, title matches, delivery type matches, user class status matches, facility name matches. This report can be exported to Excel. You can also search using the same criteria on the web</p>	TBD - by LMS team when access to system available	Workaround identified	
	Name Tags	Name identifying name tags for each student enrolled in a class; this report will include a logo	TBD - by client		

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<b>Suggested Customized Reports</b> (per Allison based on data points from Client)	User Profile	This report would enable SFA University to know who is registered in the LMS system, at	Personal Profile information	Due to limited LMS team budget and time constraints, this report should be deferred until Phase III or until SFA University decides to create it.	
	Class Profile (course info, registrants)	This report would enable instructor to know their audience better prior to leading the training event. It would reflect registrants' address, school/org, email address, job title, experience (years), disability req's, etc. This report would also provide basic event info (facility name, room number, date, hours, location, etc.).	User Name First Name Last Name Email Work Phone Fax Address Accessibility Req's Organization Job Title Experience level		
	Inventory Management	This report would provide a quick snapshot of current inventory levels, and reorder targets.	Product Group Part No. Product Name Product Category Vendor Manufacturer Version Inventory Level Inventory Reorder Threshold		
	Attendance Report	This report would help track attendance levels at workshops and conferences. It would help identify attendance problems that should be investigated.	Course No. and Title No. Openings (per course) No. Registrants (per course) No. Attendees (per course) Class No. and Title Facility and Location Instructor Date(s) No. Openings (per class) No. Registrants (per class) No. Attendees (per class) Attendee Names (per class)		